

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

January 10, 2007

4 Page Document

TITLE:	DD Targeted Case Manager
POSITION NO:	14461
LOCATION:	Disability Services Division, Billings
STATUS:	Full-Time/Permanent
UNION:	MEA-MFT
PAY GRADE:	14
STARTING SALARY:	\$30,566 annually is entry-level salary
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday January 25, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov

SPECIAL INFORMATION: Transcripts are due at time of application.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position assists individuals with developmental disabilities to access necessary services including state and federal benefits; evaluates services received; coordinates the individual planning process; and intervenes on behalf of the individual when a crisis situation arises.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of developmental disabilities; case management practices including service planning and placement; Federal and State laws and policies and the DD service system; and generic and entitled services available to people with developmental disabilities.

Skills: Skills in communication, problem solving, mediation and consensus building; organizing and scheduling people, places and events; and using WordPerfect or Microsoft Word.

Abilities: Ability to analyze situations, identify problems, and recommend solutions; develop and implement work plans; communicate effectively both in writing and verbally; establish and maintain effective working relationships with colleagues, providers, other agencies and the public; relate to others in one-to-one interactive situations; conduct and coordinate interdisciplinary teams of professionals and parents; deal with delicate, personal issues of families and clients with empathy and confidentiality; and plan, organize and implement projects.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in social work or a related field from an accredited college **AND** two years experience in a developmental disabilities field or have provided two or more years case management services, comparable in scope and responsibility to that provided by Targeted Case Managers.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school are **due at time of application**; and
4. Supplemental questions.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTIONS

Department of Public Health and Human Services
Title: DD Targeted Case Manager
Position: #14461
Location: Disability Services Division, Billings

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please indicate how your past work experience would prepare you to be an effective targeted case manager.
2. List your strengths related to how you would establish a positive working rapport with people who are disabled as well as their family members.